
CONCORD
Cumberland

Horizontal Property Regime

Rules and Regulations
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175 CONCORD STREET
CHARLESTON, SC 29401

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In order to create a safe and pleasant environment that is respectful of the concerns of our owners, these rules and regulations have been adopted by the Concord & Cumberland Association Board of Directors. They apply to owners and their families, tenants, guests, agents, contractors and employees.

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ARTICLE I - ARCHITECTURAL CONTROL

A. Approval Required For Exterior Changes

As stated in section 7.1 of the Master Deed: "No construction, reconstruction or Unit modification of any nature whatsoever, except as specified in Section 3.3 or hereunder, will be commenced or maintained upon or within, the Building, including without limitation within a Unit and a Limited Common Element, nor will there be any change, modification or alteration of any nature whatsoever of the design and appearance of any surfaces or facades, nor will any Owner paint any gate, fence or roof, nor will any Owner change the design or color of the exterior lights, nor will any Owner install, erect or attach to any part of the exterior any addition or change until after the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same will have been submitted to and approved in writing as to harmony of design, color and location in relation to the surrounding features by the Board of Directors."

B. Approval Required For Interior Changes

Owners shall not perform any interior construction or up-fitting on their Unit ("Interior Work") without first submitting the plans and specifications for such work to the Board of Directors for approval. All interior work on the unit shall be conducted in accordance with the Rules and Regulations of the Association. Insurance verification for the contractor or resident must be submitted to management. The contractor must list Concord & Cumberland HPR as an additional insured and have a minimum of \$1,000,000 liability coverage.

C. Approval Authority

The Board of Directors has delegated the responsibility for review of plans and specifications for all changes to The Architectural Review Committee. The ARC will submit their recommendation to the Board of Directors for approval or non-approval.

D. Approval Process

Plans and specifications for interior construction or up-fitting together with the name and telephone number of the owner, anyone else who would have knowledge of the planned changes and information on the availability of the site for inspection are to be submitted to the Architectural Review Committee. If, in the opinion of the ARC, advice is needed from an Engineer or Architect, the fee for such services will be passed on to the owner. All contractors must be insured and bonded or homeowner must provide proof of sufficient liability coverage of at least \$1,000,000.

Cosmetic interior modifications such as painting, wallpapering, and flooring installation (must have cork underlayment) do not require approval; however a description of ALL WORK and proof of insurance must

be provided to the building manager 48 hours prior to start. Failure to provide this information could delay approval to start. ARC and BOD approval, for interior modifications listed below, is required:

- a. Penetration of or alterations to perimeter walls, floors, ceiling or structural supports. This includes, but is not limited, to drill holes, screws, nails, saw cuts, etc.
- b. Addition or deletion of walls.
- c. Modification to gas piping.
- d. Modification to windows or exterior doors such as tinting, obstructing, installation of screens, etc.
- e. Modification to ventilation or plumbing chases.
- f. Modification to plumbing.
- g. Modification to exhaust ventilation ductwork.
- h. Relocating or deleting fire alarm or sprinkler system.
- i. Relocating or deleting smoke alarm.
- j. All common areas or limited common area modifications or additions.
- k. All modifications that will cause loud noise, generate fumes, or produce dust must be specifically identified.

Approved plans and specifications must be signed by a member of the ARC and a member of the Board of Directors. Approved plans must be on file with management at all times.

Approval of plans by the ARC and BOD does not constitute compliance with applicable building codes. Owners are responsible for being compliant with building codes and to obtain the necessary building permits.

E. General Appearance

The principal objective of establishing architectural control is to ensure the structural integrity and the attractive and consistent appearance of the buildings and grounds. In addition to the specific requirements of this article, care must be taken to insure that window treatments and furnishings visible from the building exterior do not violate these objectives.

F. Signage

1. No "For Sale," "For Rent," "Open House" signs or other advertising material will be permitted in any unit or on any part of the condominium property.
2. No sports banners, flags of any kind, political signs, or any other printed materials are permitted.

ARTICLE II – BALCONIES

Unit owners and tenants will keep balconies clean and neat and must comply with the following:

1. Furnishings are limited to weather resistant outdoor furniture, accessories and potted plants.
2. Furniture, potted plants and other items should be well secured so they will not blow or fall during our frequent windy conditions. **Balconies must be completely cleared when hurricane warnings are posted.**
3. Hanging items of any kind on walls, overhead, columns, posts and rails are prohibited, except as specified in "4" below. These items include but are not limited to: flags, banners, signs, clothing, rugs, mats, towels, ornamental items, lights, etc. Floral hanging baskets are limited to railings only.
4. Decorations are permitted on rails during the holiday season only. They may be installed after Thanksgiving and must be removed by the 7th of January. Decorations are limited to natural colored greenery (e.g., garland and wreaths). If lights are used, only miniature clear and/or white light bulbs are permitted and must be turned off at 11:00 PM. Flashing lights are strictly prohibited.
5. No awnings, projections, umbrellas (except on fourth floor patios with approval from the Board) or enclosures are permitted.
6. Outdoor cooking on balconies with a gas or electric grills (no charcoal) is permissible unless our insurance policies mandate otherwise at some point. Anyone utilizing a grill should have a small fire extinguisher nearby.
7. Cigarettes, cigars or other items should not be thrown from balconies. Guests should be made aware of this and ashtrays provided.
8. Sweep and damp mop balconies carefully to prevent trash and debris from falling on neighbors' balconies or pedestrians below. Management will schedule a deep cleaning day twice per year at which time all owners who wish to may wash their balconies down. A floor by floor time schedule (top to bottom) will be distributed for such wash-downs. These wash-downs will be scheduled on the Saturday one week prior to the exterior window cleaning. Management will give thirty (30) days notice as a reminder to the homeowners.
9. Care should be taken in watering plants and foliage so that water will not run onto balconies or pedestrians below.
10. With the exception of the floor surfaces of balconies, owners may not paint, decorate or change the outside appearance of the building without authorization of the Board of Directors.
11. Local ordinances limit light bulbs on the terraces to 40 watts.

ARTICLE III - BICYCLES, ETC.

1. Bicycle parking racks are provided in the parking garage near the garage exit. Bicycles should not be left anywhere else in the garage or building.
2. No bicycles, roller skates, skateboards, scooters, etc. are to be used in the garage.

ARTICLE IV - COMMON AREAS

A. General Provisions

Common areas include the garage, driveways, elevator, elevator lobby, mail lobby, hallways, and stairwells.

1. Absolutely NO SMOKING permitted in any common areas.
2. Areas should be used for no purpose other than normal transit.
3. No personal items, posters or notices should be placed or stored on any part of the common areas.
4. Common areas shall not be used as play areas.
5. Car-washing/detailing is prohibited in the garage.

B. Obstructions and Storage

There will be no obstruction of the common elements, nor will anything be stored outside the units without the prior consent of the Board of Directors.

C. Additions, Alterations, and Appearance of Common Areas

No appurtenant alterations, additions, or improvements may be made to the common elements without prior consent of the Board of Directors or such committee established by the Board. This includes, but is not limited to decorations and wall hangings in common area corridors.

ARTICLE V - CONTRACTORS

Prior to beginning any work (emergency and single repair projects that require no more than a couple of hours are exempt) at Concord & Cumberland, owners and contractor personnel should read and understand fully the rules and regulations specified below.

1. ARC and BOD approval must be obtained, permits issued and owners must schedule work with the building manager a minimum of 48 hours prior to start of any work.
2. All contractors must be licensed, have workers compensation and a minimum of \$1,000,000 liability insurance. A Certificate of Insurance must be provided to management with Concord and Cumberland HPR shown as an additional insured prior to work.
3. Work hours are 9:00 A.M. to 5:00 P.M. Monday through Friday. Saturday work (9:00 A.M. – 4:00 P.M. only) requires special permission from management.

4. A \$200.00 deposit must be posted with the manager by the owner or contractor before work can start. If common areas used by the workers to gain access to a unit are not kept clean by the workers or if any contractor rules are violated, the \$200.00 deposit will be forfeited and work stopped until an additional \$200.00 deposit is received. If a second violation occurs the \$200.00 deposit will be forfeited and an additional \$200.00 deposit will be required before work can continue. A third violation on any one job will be cause for the \$200.00 deposit to be forfeited and the contractor being prohibited from working for a period of SIX months. After work is completed, any deposit not forfeited will be refunded.
5. Contractors must schedule use of elevators with management to ensure protective covers are installed to prevent damage.
6. Materials or equipment is not to be stored in common areas, stairwells, halls, balconies, elevators, or the parking garage.
7. Any loud construction work must be specifically scheduled with the manager 24 to 48 hours in advance.
8. The fire alarms are very sensitive. CARE MUST BE TAKEN TO AVOID SETTING OFF A FALSE FIRE ALARM. Spray painting, sanding, or similar work can cause the alarm to go off. PROTECTIVE MEASURES MUST BE TAKEN AND THE MANAGER MUST BE NOTIFIED PRIOR TO THE START OF ANY WORK THAT HAS THE POTENTIAL FOR CREATING AN ALARM.
9. Smoking is not allowed anywhere in the building including the parking garage.
10. Workers are not permitted to bring pets on the property.
11. Owners are responsible for any damage and fines that may be caused by the contractors they employ.
12. All on-site work for a unit owner must be accomplished within the unit or in the designated workspace in the garage. Use of a garage area workspace must be scheduled with management.

ARTICLE VI - ELEVATORS

1. Use of the elevator facilities should be monitored by owners, lessees and their guests. Under no circumstances should anyone disrupt normal service by propping the door open or by pressing multiple floor selection buttons.
2. Owners, occupants and their agents must notify management 48 hours in advance of the need for appropriate pads to protect elevators when moving furniture or equipment.

ARTICLE VII – GUESTS

1. All guests must abide by house rules.
2. Residents are responsible for their guests' behavior.

3. Residents who plan to have live-in guests during an absence must notify the Manager in writing of guests' names and duration of stay. Specific names and times must be given.

ARTICLE VIII - LEASING OF UNITS

A. Lease Term

Per Article IX, Section 9.4 of the Master Deed, all leases and rental contracts will be for an initial term of six (6) months or more and will require the lessee to abide by all conditions and restrictions specified in regime documents.

B. Approval Authority and Process

Article IX, Section 9.4 of the Master Deed provides that the Board of Directors will have the right to approve the form of all leases and rental contracts at any time if it elects to do so. Prior to the execution of any lease or rental contract, a conformed copy thereof must be submitted to Management for approval by the Board of Directors. Within three (3) days of receipt of a rental agreement, the Board will review and either approve or reject it.

C. Business Use

Tenants' use of the premises shall be for single family residential purposes only. No business shall be carried on, unless the business is incidental to primary residential use. It may not violate any applicable law or involve any signage or advertising of the unit as a place of business, or involve any visits from clients.

D. Timesharing

Per the Master Deed, Section 12.4, units may not be used for or subject to any type of vacation time sharing plan or be leased or rented for periods of less than six (6) months.

E. Notification of Association Management

1. The owner shall notify the Management Agent in writing (email acceptable) of a new tenant's:
 - a) move-in date
 - b) name(s) of all occupants
 - c) phone contact number(s)
 - d) beginning and end dates of the lease.
2. A copy of the lease must be provided to Management for Board approval.
3. If requested, the Management Agent and Board may keep the identity of the resident confidential.

F. Compliance with Rules and Regulations

The owner is responsible for tenants' compliance with all Association Rules and Regulations and should supply a copy to every renter. In addition, the owner should supply a copy of the Moving Rules to the

tenant(s). Prior to move in, all tenants must submit a signed acknowledgment to management confirming receipt of the Rules and Regulations.

NOTE: Owners can obtain information regarding the South Carolina Landlord/Tenant Act online at www.sc.gov/landlord.

ARTICLE IX - LOADING CARTS

1. Carts are for the use of Owners and Residents ONLY.
2. Carts should be returned to the Garage area promptly after use. They must not be left in elevators or hallways or kept in an apartment overnight for any reason.

ARTICLE X - MOVING IN AND OUT, AND DELIVERIES

1. Moving will not be permitted until an appointment has been made with the Management office (843-793-1200) and final approval has been given. Management must be notified of your requested moving date at least 48 hours in advance in order to verify that the date is available and to schedule use of the elevators.
2. The City of Charleston Department of Traffic and Transportation must be contacted at (843) 724-7368 to obtain meter bags and reserve parking for all moving trucks. Meter bags should be picked up the day prior to your move to ensure that parking is available.
3. The moving company must adhere to all City of Charleston guidelines and ordinances. Moving vehicles are NOT PERMITTED in the garage or driveway and personnel must not block access to entry or exit of building or garage.
4. All moving activities shall be restricted to the hours of 9:00 AM to 5:00 PM Monday through Friday. Saturday moves require special permission of management, and moving is not permitted on holidays.
5. Any damage to property or common areas including walls, carpet, elevator, etc. will be the responsibility of the homeowner.
6. Moving boxes and packing materials shall not be left in the garage, hallways, trash chute rooms, or any other common area. It is the responsibility of the homeowner and their moving company to remove all boxes from the property.
7. Deliveries of furnishings and appliances are restricted to the hours of 9:00 A. M. to 5:00 P. M., Monday through Friday. Saturday deliveries require permission from the Manager. Deliveries are not permitted on holidays. Delivery trucks may not park in the garage or block the garage entrance or exit.

NOTE: Elevator pads must be requested 48 hours in advance for moving or for large deliveries. Residents must ensure that movers or delivery personnel remove all packing debris and leave elevators clean after use.

ARTICLE XI – NOISE

1. Loud noises can easily disturb others in a multi-family residence. It is important, therefore, that the noise level of televisions, stereos, musical instruments, talking, etc., be kept at a reasonable level at all times, including on balconies and in hallways.
2. Any noise disturbances should be reported to the Manager for corrective action.

ARTICLE XII – PARKING

Garage parking is currently unassigned. Please remember that 1.5 parking spaces are allocated per owner. Parking spaces are not to be used for any purpose other than parking. All parking is restricted to pleasure type vehicles and pick up trucks. Large trucks, campers, RVs, boats trailers and golf carts are not permitted. Handicap parking spaces are restricted for those displaying handicap stickers.

1. All residents must use their assigned parking stickers to designate their authorized vehicles. Two (2) parking decals and one (1) guest pass have been issued to each homeowner. **To ensure proper identification of your vehicle, it is imperative that a valid parking decal or guest pass be displayed at all times.** The parking decal must be placed on the inside of the lower front passenger side windshield. NOTE: If you cover your vehicle, you must place proper ID (obtained from management) on the exterior of your cover.
2. There are no designated guest parking spaces, but until the building is full guests may park as space allows. If this becomes a problem the Board may eliminate all guest parking privileges. All guests parking in the garage must display a guest parking decal in the passenger side of the lower front windshield.
3. All vendors and contractors must park off premises.
4. Parking spaces may not be assigned or rented to persons who are not occupants of Concord & Cumberland.
5. Vehicles parked in the garage must be operable, properly licensed and insured.
6. Parked vehicles should not unreasonably impede ready access to another parking space.
7. Vehicles may not block the garage Entrance or Exit at any time.

Cars parked in violation of any of the above risk being BOOTED or TOWED at the owner's expense.

NOTE: The Association and Management Agent are not responsible for loss or damage to vehicles or articles within vehicles parked in the garage.

ARTICLE XIII – PETS

A. Permitted Pets and Their Registration

1. Normal household pets owned and under the control of owners/residents and their guests are permitted. Reptiles are prohibited. Pets of contractors/workmen are not allowed anywhere on the premises.
2. All pets must be in compliance with local ordinances regarding registration and inoculations, proof of which may be required.

B. Pets and the Common Areas

1. Dogs or other pets are not allowed in any common areas unless carried or on a leash. (Common areas: include but not limited to hallways, stairwells, elevators, garage, lobby mail room, etc.) No animal may be left unattended, even if tethered.
2. Pet owners whose animals soil any of the common areas are responsible for immediate clean-up and/or repair.

C. Pet Noise/Nuisance

1. If a pet is making excessive noise, exhibiting aggressive behavior or in any other way bothering residents, the matter should be reported to the Manager. The owner/resident must immediately correct the problem or the Association may require removal of the pet from the premises.
2. See also Master Deed, Article IX, Section 9.2.

ARTICLE XIV - SALE OF UNITS

A. Lockboxes

A lockbox may be attached to a unit's door handle. No lockboxes are permitted on the exterior of the building.

B. Real Estate Showings

A realtor should be supplied a temporary code by the seller for entry into the building and utilize the lockbox on the door of the unit to gain entry. The realtor who has access to a security code must maintain its confidentiality. The building does not have adequate parking and real estate agents will have to park on the street.

C. Open Houses

1. Public open houses are prohibited.

2. Agent open houses are permitted by invitation only. Management must be notified at least 24 hours in advance.

D. Sold Unit

Upon sale of a unit, Management must be immediately notified in writing of the purchaser's name, contact address, contact phone number, and closing date/move in date. New owners should be reminded to review the Moving instructions in the Master Deed/Rules packet they receive prior to closing.

ARTICLE XV – SECURITY

Security is the shared responsibility of everyone who lives at Concord and Cumberland. All residents are urged to follow security guidelines. Notify Management of any suspicious persons or unusual activity within the property. There is no soliciting.

A. Access Codes

1. Personal access codes should never be given out.
2. A secondary code can be programmed for your unit for maid service or guests.
3. A temporary code can also be assigned for special entertaining by calling Management at (843) 793-1200.
4. The electronic remote or code must be used to admit one car only at a time; a following vehicle must wait for the door cycle to be completed before a code is inserted to re-open door.
5. Do not admit any strangers. All visitors must be admitted by their hosts.
6. PLEASE DO NOT use your access code or remote to open a door for any non-resident/guest. Residents' cooperation is necessary to ensure the security of all.

B. Access to Units

1. The Manager's office must be provided with a key to each unit for entrance in case of fire or other emergency. If the situation permits, a reasonable effort will be made to contact the owner and/or resident to inform them of the incident. If contact cannot be made or a key is unavailable, management reserves the right to remove the apartment door at its discretion and replace it at the owner's expense. Should an emergency warrant management's entry into a unit, an entry card will also be completed and left on the counter for the resident to review.
2. In the absence of the residents, Management also has the right to access units for the periodic inspection and application of pest control products if necessary, as well as in anticipation of a storm in case of the need to secure the property.

3. The Association will provide key access to locked out owner/residents as a courtesy during Management office hours ONLY. After business hours, it will be necessary to contact a locksmith to gain access to the residence. It would be a good idea for someone you trust in the building to have a key to your unit in case of emergency.
4. **See also Master Deed, Article VIII, Section 8.2.**

C. Burglar Alarms

Owner/residents with individual security systems should have a back-up telephone number for the alarm company to call in case the alarm activates. The back-up person should have the password, alarm code and house key in case the resident cannot be reached. Management should also have the above in case the backup is unavailable.

D. Garage

1. Cars should not be left running (or with keys) in the garage.
2. Cars should be locked. Do not leave valuables in view.
3. Bicycles should be locked to the bicycle rack.
4. Wait for the garage doors to close behind you both coming in AND going out (to prevent intruders).
5. The electronic remote or code must be used to admit one car only at a time; a following vehicle must wait for the door cycle to be completed before a code is inserted to re-open door.

E. Deliveries

1. Deliveries can be received at the front door of the lobby. Management can enter your name and phone number into the system at the door so you can be alerted to deliveries.
2. UPS and Fed Ex have special building access codes and can leave packages at your unit door if you wish. USPS uses the parcel lockbox in the mail lobby.

F. Outside Service Personnel

1. Outside workers are only allowed in the building weekdays between 9:00 AM and 5:00 PM. Any worker in the building after hours should be reported to the employer and to Management.
2. Workers must have a badge available with their name, company name and phone number, and the number of the unit being worked on.

G. Vacant Units

1. Notify Management if your unit will be vacant for an extended period of time.
2. It is recommended to shut off the main water and gas supply to the unit.
3. Position the main electrical breaker for the hot water heater in the OFF position.

4. Per the Master Deed (Sec. 8.3), adjust HVAC temperature controls before departing: in summer, set system to COOL at 78 degrees F or lower. In winter, set HEAT to 62 degrees F or higher.

H. Emergencies

Please refer to the "Emergency Preparedness Guide" posted on the association website www.175concord.com.

ARTICLE XVI - SERVICE PERSONNEL AND EMPLOYEES

1. Residents are responsible for all persons in their employ while they are on Association property.
2. Residents should review ARTIVLE V - CONTRACTORS before hiring anyone to do any work in their premises. Contractors' workmen must abide by those rules.

ARTICLE XVII – STAFF

Association employees (Security, Maintenance, Office) are under supervision of the Manager. The Manager is responsible to the Board of Directors. Members of the Board of Directors and the Manager are the only persons authorized to give orders or instructions to Association employees.

Association employees are not permitted to do work in individual units during their regular working hours unless emergencies arise which would affect other areas of the building. In such circumstances the Manager should be notified. Any employee who performs work for an individual owner during his regular working hours is subject to dismissal.

ARTICLE XVIII - STORM PRECAUTIONS AND FIRE PROCEDURES

Please refer to the "Emergency Preparedness Guide" posted on the Association website www.175concord.com.

ARTICLE XIX - TRASH AND RECYCLABLES

1. No trash, garbage or other waste shall be left on balconies, corridors, storage rooms, stairwells or garage areas.
2. All trash should be bagged and securely tied in plastic bags before being place in the chute in order to prevent blockage or damage to the chute. No oversized items, loose powder, paint, vacuum cleaner bags, large boxes (pizza), coat hangers, AC filters or other items that could create a blockage or damage shall be placed in the chute.
3. Larger items that will not fit freely into the trash chutes should be placed directly in the dumpster located in the garage level trash room. Boxes should be broken down before disposal. Access to the

main rubbish room can be obtained by using your personal access code. All items must be place inside the trash container. Do not leave any items next to the dumpster or outside the rubbish room.

4. Doors to trash rooms should be kept closed at all times.
5. RECYCLABLE items such as newspapers, magazines, bottles, etc. should be separated and placed in the appropriate containers inside the garage level Trash Room. Individual residents are responsible for transporting material to the bins for collection. NO BAGS of any kind may be place in the bins.

NOTE: Items not accepted here for recycling may be taken to the Recycling Center at 13 Romney Street off Morrison Drive.

ARTICLE XX - PENALTIES FOR RULES VIOLATIONS

See Master Deed, Article XVI, Section 16.5 and By-Laws, Section 7.2 c, d.

ARTICLE XXI - AMENDMENT OF RULES AND REGULATIONS

The foregoing Rules and Regulations are subject to amendment and may also be supplemented by other rules and regulations adopted by the Board of Directors.